



## Be SMART CONTRACTOR APPLICATION and CHECKLIST

LEGAL NAME OF BUSINESS: \_\_\_\_\_ TAX I.D. #: \_\_\_\_\_

TRADING AS or DBA NAME: \_\_\_\_\_

PRIMARY CONTACT NAME: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

PRIMARY CONTACT EMAIL: \_\_\_\_\_

PARENT COMPANY (if any): \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if not the same as location address): \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

YEAR BUSINESS WAS FOUNDED: \_\_\_\_\_

LEGAL FORM: \_\_\_\_ Corporation \_\_\_\_ Partnership \_\_\_\_ Sole Proprietor

NUMBER OF EMPLOYEES: \_\_\_\_\_

SERVICES PROVIDED (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> HEATING   | <input type="checkbox"/> OIL <input type="checkbox"/> GAS <input type="checkbox"/> PROPANE <input type="checkbox"/> OTHER FUEL |
| <input type="checkbox"/> COOLING   | <input type="checkbox"/> WEATHERIZATION AUDITING & IMPROVEMENTS  |
| <input type="checkbox"/> WINDOWS/DOORS   | <input type="checkbox"/> PLUMBING  |
| <input type="checkbox"/> SIDING/ROOFING  | <input type="checkbox"/> AIR SEALING/INSULATION  |
| <input type="checkbox"/> GENERAL REMODELING  | <input type="checkbox"/> ELECTRICAL/LIGHTING   |
| <input type="checkbox"/> SOLAR PV <input type="checkbox"/> SOLAR THERMAL <input type="checkbox"/> GEOTHERMAL | <input type="checkbox"/> APPLIANCE INSTALLATION  |

INTERESTED IN PARTICIPATING IN:

<input type="checkbox"/> <b>Be SMART ENERGY STAR PROGRAM</b>	<input type="checkbox"/> <b>Be SMART HOME COMPLETE PROGRAM</b>	<input type="checkbox"/> <b>Be SMART BUSINESS PROGRAM</b>
<p>For ENERGY STAR appliance upgrades, &amp; energy efficient heating &amp; cooling systems, ventilating fans, programmable thermostats, ceiling fans, windows and doors.</p> <p><b>MUST BE LICENSED, INSURED</b> (a minimum general liability coverage of \$1,000,000.00), and RRP CERTIFIED</p>	<p>For improvements recommended by a Certified Energy Audit, may include: air infiltration reduction, insulation in attic, floors&amp; walls, hot water system improvements, furnace maintenance or replacement, and lighting retrofit.</p> <p><b>MUST BE LICENSED, INSURED</b> (a minimum general liability coverage of \$1,000,000.00), Certified by the Building Performance Institute (BPI)*, have completed Weatherization training, and RRP certified.</p>	<p>For improvements recommended by a Certified Energy Audit, may include: air infiltration reduction, insulation in attic, floors&amp; walls, hot water system improvements, furnace maintenance or replacement, and lighting retrofit.</p> <p>For properties larger than 6,000 square feet, contractor must be certified by the Residential Energy Services Network (RESNET), and/or the Building Performance Institute (BPI), and must also demonstrate a minimum of two (2) years experience completing energy audits/studies on multifamily residential or large commercial buildings. The contractor may also qualify by documenting sufficient energy audit experience in multifamily or commercial buildings. . Davis-Bacon Wage Rates will apply for non-residential buildings.</p> <p><b>MUST BE LICENSED, INSURED</b> (a minimum general liability coverage of \$1,000,000.00), Certified by the Building Performance Institute (BPI)*, have completed Weatherization training, and RRP</p>

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		<i>certified.</i>
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**\*Building Performance Institute (BPI) certifications and Weatherization training through the Construction and Energy Technologies Education Consortium (CETEC) or its equivalent, to include successful completion of Weatherization Tactics, Home Energy Analysis, Advanced Envelope and Lead: Renovation, Repair and Painting courses.**

☐ Please inform me when the Maryland Department of Housing and Community Development office is offering training regarding **Davis-Bacon Wage Rate** compliance. **[NOT APPLICABLE FOR RESIDENTIAL PROPERTIES]**

HERS RATER # [if applicable]: \_\_\_\_\_

MHIC or RELEVANT LICENSE #: \_\_\_\_\_

DUNS #: \_\_\_\_\_

INSURED: ☐ YES ☐ NO AMOUNT: \$\_\_\_\_\_

Please check below all certifications that apply:

- |                          |                |   |
|--------------------------|----------------|---|
| <input type="checkbox"/> | BPI            | NAME OF CERTIFIED INDIVIDUAL (s): _____ |
| <input type="checkbox"/> | RESNET         | NAME OF CERTIFIED INDIVIDUAL (s): _____ |
| <input type="checkbox"/> | AEE            | NAME OF CERTIFIED INDIVIDUAL (s): _____ |
| <input type="checkbox"/> | NATE           | NAME OF CERTIFIED INDIVIDUAL (s): _____ |
| <input type="checkbox"/> | ASHRAE         | NAME OF CERTIFIED INDIVIDUAL (s): _____ |
| <input type="checkbox"/> | WAP            | NAME OF CERTIFIED INDIVIDUAL (s): _____ |
| <input type="checkbox"/> | RRP            | NAME OF CERTIFIED INDIVIDUAL (s): _____ |
| <input type="checkbox"/> | State-specific | NAME OF CERTIFIED INDIVIDUAL (s): _____ |
| <input type="checkbox"/> | Other          | NAME OF CERTIFIED INDIVIDUAL (s): _____ |

TRADE ASSOCIATION MEMBER: \_\_\_\_\_

## THREE CUSTOMER REFERENCES:

Name	Phone #	E-mail
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I certify that the above information is true and correct and understand that the Maryland Department of Housing and Community Development may make reference inquiries and that it may order credit reports, Better Business Bureau and/or Dun and Bradstreet reports, and/or independent background investigations on the company and principals. By signing here and Attachment A, I agree to follow all program rules, special terms and conditions, and contractor's responsibilities for reporting information required by the Department of Energy through the Maryland Department of Housing and Community Development. Furthermore, I agree to follow the Waste Management Plan that is signed and affixed to this application package.

**Authorized Signer [Signature]** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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## DOCUMENTS REQUIRED FOR PROCESSING

### BE SMART CONTRACTOR APPLICATION

**PLEASE NOTE:**

- ***MUST BE LICENSED, INSURED, and RRP CERTIFIED FOR ENERGY STAR PROGRAM***
  - ***MUST BE LICENSED, INSURED, BPI, WAP, and RRP CERTIFIED FOR HOME COMPLETE PROGRAM***
  - ***MUST BE LICENSED, INSURED, BPI, WAP, and RRP CERTIFIED FOR COMMERCIAL PROGRAM***
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- ☐ APPLICATION - ***SIGNATURE REQUIRED***
- ☐ RETURN COPY OF LAST PAGE OF ARRA SPECIAL TERMS AND CONDITIONS (ATTACHMENT A) WITH APPLICATION - ***SIGNATURE REQUIRED***
- ☐ WASTE MANAGEMENT PLAN (APPENDIX D-1, PRE-CONSTRUCTION WMP) – ***SIGNATURE REQUIRED***
- ☐ COPY OF MHIC or RELEVANT LICENSE
- ☐ EVIDENCE OF LIABILITY INSURANCE
- ☐ COPY OF BPI CERTIFICATE
- ☐ RRP CERTIFIED
- ☐ COPY OF WEATHERIZATION TRAINING CERTIFICATES or other equivalent training
- ☐ COPIES OF ANY COMPANY MARKETING MATERIALS *[if applicable]*